

***This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Environmental Program Manager II

Consortium Project

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 14

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Environmental Program Manager II Tasks

- Preparing briefings for management to facilitate policy development and decision making on public health, public safety or environmental issues.
- Conducting hiring interviews with candidates to meet the labor needs of the organization/department.
- Monitoring and documenting staff performance using performance evaluations and/or probationary reports to support management decisions (e.g., discipline, promotion, training opportunities).
- Establishing priorities and expectations for direct report staff consistent with the goals and objectives of the organization/department.
- Developing organizational policies and procedures to promote protection of public health, public safety or environmental resources.
- Creating and maintaining partnerships with various entities (e.g., public, private, Native American tribes) to support stakeholder engagement and resource/data sharing.
- Developing measurable objectives to analyze and report on the effectiveness of programs/projects.
- Directing scientific studies for the protection of public health, public safety or environmental resources.

- Directing public health, public safety or environmental inspections or investigations to ensure compliance with statewide laws, regulations and/or agency objectives.
- Overseeing consultant and or interagency contracts/agreements to meet program/project objectives..
- Overseeing the preparation of technical reports using scientifically-acceptable methods (e.g., statistics, models, software tools) for research, documentation and regulatory purposes.
- Analyzing proposed or adopted legislation or regulations to determine potential impacts on public health, public safety, the environment or the organization.
- Serving as a subject matter expert on public health, public safety and environmental issues before various entities (e.g., legislative, public workshops, hearings, court cases) as a representative of the organization/agency.
- Negotiating on behalf of the organization/agency to resolve difficult and complex issues (e.g., permit compliance) and facilitate agreements (e.g., contracts, settlements).